

City of Brunswick
PLANNING COMMISSION



2003
Annual Planning Report

March 2006

**BRUNSWICK PLANNING COMMISSION
2003 PLANNING REPORT**

Approved March 27, 2006

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City Council

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Carole Larsen, Frederick County Planning Department/City Planning Liaison

Introduction

Article 66B of the Annotated Code of Maryland requires the Planning Commission to prepare an annual report which summarizes planning and development activity, analyzes its consistency with the Master Plan, and looks ahead to future planning issues.

The Brunswick Planning Commission was first established in 1963. The early Planning Commission members helped to prepare the City's first Master Plan, Zoning Ordinance, and Subdivision Regulations, which were adopted in 1967. The purpose of the Commission is to work to implement the Master Plan through the application of the Zoning Ordinance and Subdivision Regulations in development decisions, and to advise the Mayor and Council on a wide variety of matters relating to the physical development of the City, such as rezoning requests, annexations, and facilities planning. In 1998, the Planning Commission completed a comprehensive review and revision of the Brunswick Zoning Ordinance and began review of the City Subdivision Regulations, which was completed in 2000. The Design Manual for Public Improvements was approved by the Mayor and Council in 2000.

In 1999, the Mayor and Council of Brunswick established the Code Enforcement Specialist position under the supervision of the City Administrator and to assist the City Planning and Zoning Administrator with Zoning Enforcement. The duties of the Code Enforcement Specialist are to enforce nuisance codes established in the City Code of Ordinances as well as enforcing the Zoning Ordinance. Because of workload, the Zoning Enforcement Assistance is limited to site investigations and issuance of citations.

While the City administers the Subdivision Regulations and Zoning Ordinance, the authority for Building Permits & Inspection, Sediment & Erosion Control, Stormwater Management, Flood Plain Ordinance Administration & Enforcement, and Forest Resource Ordinance has been delegated to Frederick County. The City Planning and Zoning Office processes Zoning Certificates and development applications and is the local coordination agency for the delegated authority items. All Building Permits are reviewed and approved by Frederick County after issuance of the Zoning Certificate by the City.

Since the approval of the 1998 County Brunswick Region Plan, growth has steadily increased in the City. This has resulted in the necessity to expand the responsibilities of the City Planning and Zoning Office to include Public Works Administration and Water & Sewer Administration related to development.

Population Growth

The estimated population for the City of Brunswick as of December 31, 2003, was 5,389 persons. This figure is based on the following formula:

$$\begin{array}{rcl} & \mathbf{5,097} & \text{(Frederick County Planning 2002 population estimate)} \\ + & (111 \times .975 \times 2.7) = \mathbf{292} & \text{(number of Zoning Certificates issued by the City of Brunswick for} \\ & & \text{new residential units in 2003 } \times \text{County's 97.5\% estimated} \\ & & \text{completion rate (to account for voided permits and building} \\ & & \text{delays) } \times \text{County's estimated occupancy rate of 2.7 persons per unit)} \\ \hline & \mathbf{5,389} & \text{(2003 estimated population for the City of Brunswick)} \end{array}$$

This represents a 9% increase from the 2000 Census population of 4,934, and a 6% increase from the 2002 Frederick County Planning estimated population.

Zoning Certificate Activity

In 1999, seventeen (17) new residential units were constructed. City records indicate that Zoning Certificates were issued in 2000 thru 2002 for eight (8), seven (7), and thirteen (13) new residential units respectively on Lots of Record.

2003 indicated the greatest single-year increase in decades, with one hundred eleven (111) new residential units (fourteen (14) on Lots of Record), which equates to a 396% increase over the previous 3-year total.

Total zoning certificates granted for 2003 were three hundred two (302), which includes three (3) submissions for revision to previously issued zoning certificates. This increased from seventy-nine (79) in 2000, one hundred sixty-eight (168) in 2001, and one hundred nine (109) in 2002. (See Table 1 for details.)

Subdivision Activity

One (1) subdivision (addition) plat, one (1) PUD Phase 1 Plan, and one (1) revised Preliminary Plan were filed and approved in 2003. (See Table 2 for details.)

Site Plan Activity

Six (6) site plans were filed and approved, and two (2) concept plans filed and processed in 2003. (See Table 3 for details.)

Improvement Plan Activity

Sixteen (16) improvement plans were filed, with thirteen (13) approved, two (2) continued, and one (1) pending in 2003. (See Table 4 for details.)

Use & Occupancy Permit Activity

The City of Brunswick did not process or issue U&O Permits during this period. (See Table 5 for details.)

Zoning Ordinance Map Amendments

There were no requests for Zoning Map Amendments. (See Table 6 for details.)

Zoning Ordinance Text Amendments

One (1) Planning Commission-originated set of Zoning Ordinance Amendments was processed and approved. The amendments revised specific Review Fees to reference the City Fee Schedule approved by Resolution. (See Table 6 for details.)

Adequate Public Facilities Ordinance

Two (2) City APFO Amendments were processed and approved in 2003. One was a City-initiated amendment, and one an applicant request. The City-initiated amendment established a Fee for amending the APFO. The applicant amendment was to permit a ten (10)-Year APFO Approval for projects over 501 units. (See Table 6 for details.)

Master Plan

There were no requests for Master Plan Amendments. (See Table 6 for details.)

Subdivision Regulations

Two (2) Planning Commission-originated sets of Subdivision Regulation Amendments were processed and approved. The amendments revised specific Review Fees to reference the City Fee Schedule approved by Resolution, added an Addition Plat section, revised the Final Plat filing submission section, eliminated Performance Bonds as an acceptable Guarantee of Public Improvement, and revised the Plat Certification Language. (See Table 6 for details.)

Text Amendments

An ordinance was adopted to establish the Right-of-Way Obstruction Permit and Process that was drafted and processed by the Planning and Zoning Staff. There were no other text amendments other than those stated in individual categories. (See Table 6 for details.)

Annexation

One (1) annexation request was made in 2003, and was denied because of lack of sufficient Wastewater Treatment Capacity and Water System shortfalls.

BR-ANNEX-03-01	Brylawski Property	Knoxville Rd.	15 Acres
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Board of Appeals Activity

Two (2) requests were submitted and processed in 2003, with one (1) receiving Board of Appeals action. The second, which was actually a two-part request, was continued. (See Table 7 for details.)

Public Works Agreement/Maintenance Agreement Activity

Staff received six (6) Public Works Agreements/Maintenance Agreements for processing and approval in 2003. (See Table 8 for details.)

Deed of Easement Activity

Three (3) Deeds of Easement were submitted and processed for approval in 2003. (See Table 9 for details.)

Guarantee of Improvement Activity

Five (5) Guarantees of Improvement for development were submitted and processed for approval in 2003. (See Table 10 for details.)

Entrance Permit Activity

The Planning & Zoning Staff processed and issued sixty-two (62) Entrance Permits. (See Table 11 for details.)

Temporary Dumpster Permit Activity

The City of Brunswick did not process or issue Temporary Dumpster Permits during this period. (See Table 12 for details.)

Right of Way Obstruction Permit Activity

There were no requests for Right-of-Way Obstruction Permits in 2003. (See Table 13 for details.)

Guidelines/Policy/Procedure Activity

Staff drafted and processed for approval eleven (11) documents in 2003. Seven (7) were approved by the Planning Commission and Mayor and Council, two (2) were approved by the Planning Commission only, and two (2) were approved by the Board of Appeals. Additionally, Staff developed ten (10) processing forms. (See Table 14 for details.)

Recommendations for Future Planning Projects

The Planning Commission did not recommend any planning projects for the City to consider.

TABLE 1--City of Brunswick Zoning Certificate Activity for 2003

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-02-033R		3/31/03	12 D St., West	Fireplace
BR-ZC-03-001		1/8/03	609 E St., East	Basement
BR-ZC-03-002		1/13/03	2 Potomac St., West	Barbershop
BR-ZC-03-003		1/14/03	110 D St., West, Lot 4	SFD
BR-ZC-03-004		1/30/03	102 Potomac St., West	Basement Demo
BR-ZC-03-005		1/31/03		Identification Sign
BR-ZC-03-006		2/6/03	300 Delaware Ave., North	Yard Sale Sign
BR-ZC-03-007		2/6/03		(Phase 1)Fence/Shed Demo; (Phase 2)SFD
BR-ZC-03-008		2/7/03	218 Cummings Dr.	Driveway Enlargement
BR-ZC-03-009		2/12/03	224 Pepperidge Pl.	Home Office
BR-ZC-03-010		2/12/03	1 Potomac St., West	Office Expansion
BR-ZC-03-011		2/12/03	4 Chatham Ct.	Home Office
BR-ZC-03-012		2/13/03	46 Concord Dr.	Above-Ground Pool
BR-ZC-03-013		2/20/03	12 Maple Ave., South	Re-Open as Sports Bar & Grill
BR-ZC-03-014		2/21/03	825 Second Ave.	Fence
BR-ZC-03-015		2/25/03	112 G St., East	Home Office
BR-ZC-03-016		3/4/03	1810 Point of Rocks Rd.	Temp. Sales Trailer

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-017		3/5/03	804 Brunswick St.	Expansion Child Care to 8
BR-ZC-03-018		3/11/03	Thirteenth & Cummings Dr.	Replace Scoreboard
BR-ZC-03-019		3/18/03	522 Potomac St., West	Frame Shed & Parking
BR-ZC-03-020		3/18/03	317 Brunswick St.	Yard Sale Sign
BR-ZC-03-021		3/18/03	320 D St., East	Deck (ZC 02-65)
BR-ZC-03-022		3/18/03	813 Potomac St., East	Deck
BR-ZC-03-023		3/18/03	Thirteenth Ave.	Storage Shed
BR-ZC-03-024		3/18/03	303 Delaware Ave., North	Fence
BR-ZC-03-025		3/18/03	917 C St., East	Add over Garage
BR-ZC-03-026		3/18/03	218 Third Ave.	Minor Impact Home Occupation
BR-ZC-03-027		3/18/03	1 D St., East	Non-Comm. Gar. Use & 2nd Sty. Apt.
BR-ZC-03-028		3/18/03	212 Delaware Ave., North	Yard Sale Sign
BR-ZC-03-029		3/20/03	715 Potomac St., West, Lot 110	SFD
BR-ZC-03-030		3/24/03	122 Fourth Ave.	Park Pad/Replace Damaged R-Wall
BR-ZC-03-031		3/31/03	706 Brunswick St.	Remove/Replace Walk & Drive
BR-ZC-03-032		3/31/03	102 Potomac St., West	1st Flr & Basement Fitness Ctr
BR-ZC-03-033		3/31/03	909 A St., East	Deck
BR-ZC-03-034		3/31/03	308 Brunswick St.	Demo & Reconstruct Garage
BR-ZC-03-035		3/31/03	228 Fifth Ave.	Home Occupation, Admin. Only
BR-ZC-03-036		3/31/03	518 B St., West	Privacy Fence

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-037		3/31/03	615 Potomac St., West	Fence
BR-ZC-03-038		3/31/03	606 H St., East	Deck & SSB on New House Under Const.
BR-ZC-03-039		3/31/03	603 Sixth Ave.	Enclose Existing Carport
BR-ZC-03-040		4/3/03	930 Maple Ave.	Enlarge Driveway, Walk & Front Porch
BR-ZC-03-041		4/3/03	301 Cummings Dr.	Demolish & Replace Damaged Portables
BR-ZC-03-041R		6/25/03	301 Cummings Dr.	Replacement Plot Plan
BR-ZC-03-042		4/3/03	101 Cummings Dr.	Demolish & Replace Damaged Portables
BR-ZC-03-042R		6/25/03	101 Cummings Dr.	Replacement Plot Plan
BR-ZC-03-043		4/4/03	707 Petersville Rd.	Demolish Bldg. by Burning
BR-ZC-03-044		4/4/03	94 Wenner Dr.	Driveway Expansion
BR-ZC-03-045		4/4/03	403 Brunswick St.	2-Phase Fence Replacement
BR-ZC-03-046		4/4/03	209 B St., West	Demolish & Replace Damaged Pavilion
BR-ZC-03-047		4/10/03	609 E St., East	Shed
BR-ZC-03-048		4/10/03	4 Manchester Ct.	(1) Enclose Carport; (2) Construct Front Porch
BR-ZC-03-049		4/15/03	400 Central Ave.	Temporary Portable
BR-ZC-03-050		4/16/03	512 C St., West	Yard Sale Sign
BR-ZC-03-051		4/16/03	917 C St., East	Fence
BR-ZC-03-052		4/21/03	607 Ninth Ave.	Replace Existing Concrete D/W with Asphalt
BR-ZC-03-053		4/21/03	106 A St., East	Yard Sale Sign
BR-ZC-03-054		4/23/03	1 Potomac St., East	Square Corner Park Improvement

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-055		4/24/03	52 Souder Rd.	Temporary Fireworks Stand
BR-ZC-03-056		4/24/03	16 Potomac St., West	Antique Shop
BR-ZC-03-057		4/25/03	211 Wintergreen Ln.	Yard Sale Sign
BR-ZC-03-058		4/28/03	224 Pepperidge Pl.	Fence
BR-ZC-03-059		5/1/03	815 Fifth Ave.	SFD
BR-ZC-03-060		5/1/03	817 Fifth Ave.	SFD
BR-ZC-03-061		5/1/03	820 Fifth Ave.	SFD
BR-ZC-03-062		5/1/03	816 Fifth Ave.	SFD
BR-ZC-03-063		5/1/03	814 Fifth Ave.	SFD
BR-ZC-03-064		5/2/03	11 D St., West	Temp. Dumpster & Demolish Side Porch
BR-ZC-03-065		5/6/03	202 Third Ave.	SFD Addition, BR-BOA-03-01, BOA Res. 03-01
BR-ZC-03-066		5/6/03	27 Potomac St., West	Bait & Tackle Shop in ex. Store
BR-ZC-03-067		5/6/03	87 Wenner Dr.	Catalog Sales & 8X10 Storage Area
BR-ZC-03-068		5/8/03	20 H St., West	Fence
BR-ZC-03-069		5/8/03	15 Potomac St., East	Business Signs
BR-ZC-03-070		5/8/03	334 Potomac St., West	Remove Existing Deck & Replace w/Screened Deck
BR-ZC-03-071		5/9/03	25 Potomac St., East	Change of Proprietor
BR-ZC-03-072		5/9/03	2 Wenner Dr.	Minor Impact Home Occupation
BR-ZC-03-073		5/16/03	805 Fifth Ave.	New Driveway
BR-ZC-03-074		5/17/03	813 Fifth Ave.	SFD

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-075		5/17/03	818 Fifth Ave.	SFD
BR-ZC-03-076		5/17/03	806 Fifth Ave.	SFD
BR-ZC-03-077		5/17/03	822 Brunswick St.	SFD
BR-ZC-03-078		5/17/03	719 Brunswick St.	SFD
BR-ZC-03-079		5/17/03	721 Brunswick St.	SFD
BR-ZC-03-080		5/17/03	723 Brunswick St.	SFD
BR-ZC-03-081		5/17/03	725 Brunswick St.	SFD
BR-ZC-03-082		5/17/03	727 Brunswick St.	SFD
BR-ZC-03-083		5/17/03	801 Brunswick St.	SFD
BR-ZC-03-084		5/17/03	805 Brunswick St.	SFD
BR-ZC-03-085		5/17/03	807 Brunswick St.	SFD
BR-ZC-03-086		5/20/03	112 C St., West	No-Impact Home Occupation
BR-ZC-03-087		5/20/03	205 B St., West	Porch Roof Repair
BR-ZC-03-088		5/22/03	500 F St., East	Fence
BR-ZC-03-089		5/22/03	826 Brunswick St.	SFD
BR-ZC-03-090		5/22/03	817 Brunswick St.	SFD
BR-ZC-03-091		5/23/03	803 Brunswick St.	SFD
BR-ZC-03-092		5/23/03	819 Brunswick St.	SFD
BR-ZC-03-093		5/27/03	205 Fourth Ave.	Deck
BR-ZC-03-094		5/29/03	31 B St., East	Fence

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-095		5/29/03	525 Brunswick St.	Yard Sale Sign
BR-ZC-03-096		6/1/03	2 Evan Ct.	SFD
BR-ZC-03-097		6/1/03	6 Afton Ct.	SFD
BR-ZC-03-098		6/1/03	8 Afton Ct.	SFD
BR-ZC-03-099		6/1/03	10 Afton Ct.	SFD
BR-ZC-03-100		6/1/03	12 Afton Ct.	SFD
BR-ZC-03-101		6/1/03	13 Afton Ct.	SFD
BR-ZC-03-102		6/1/03	11 Afton Ct.	SFD
BR-ZC-03-103		6/1/03	9 Afton Ct.	SFD
BR-ZC-03-104		6/1/03	7 Afton Ct.	SFD
BR-ZC-03-105		6/1/03	1 Evan Ct.	SFD
BR-ZC-03-106		6/1/03		Subway Sandwich Shop in Vacant Store
BR-ZC-03-107		6/2/03	21 I St., West	Room Addition over Garage
BR-ZC-03-108		6/3/03	204 Fourth Ave.	Replace Deck
BR-ZC-03-109		6/3/03	108 Ninth Ave.	Yard Sale Sign
BR-ZC-03-110		6/3/03	114 A St., East	Yard Sale Sign
BR-ZC-03-111		6/4/03	64 Concord Dr.	No-Impact Detailing Business
BR-ZC-03-112		6/4/03	108 Fifth Ave.	Replace Wood Retaining Wall
BR-ZC-03-113		6/4/03	820 E St., East	Deck
BR-ZC-03-114		6/5/03	6 Sheridan Ln.	SFD

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-115		6/5/03	4 Sheridan Ln.	SFD
BR-ZC-03-116		6/5/03	5 Fiona Way	SFD
BR-ZC-03-117		6/5/03	7 Fiona Way	SFD
BR-ZC-03-118		6/5/03	209 Third Ave.	Fence
BR-ZC-03-119		6/6/03	1100 Maple Ave., North	Sign
BR-ZC-03-120		6/19/03	23 Potomac St., West	Change of Proprietor
BR-ZC-03-121		6/19/03	205 A St., East	Yard Sale Sign
BR-ZC-03-122		6/19/03	518 B St., West	Deck
BR-ZC-03-123		6/20/03	4 Peach Orchard Ct.	Yard Sale Sign
BR-ZC-03-124		6/24/03	817 E St., East	Fence
BR-ZC-03-125		6/24/03	12 Maple Ave., South	Carry-out Restaurant, Change of Proprietor
BR-ZC-03-126		6/24/03	824 E St., East	Tool Shed Garage Addition
BR-ZC-03-127		6/24/03	614 Maple Ave., North	Yard Sale Sign
BR-ZC-03-128		6/27/03	96 Souder Rd.	Liquor Store in Vacant Store
BR-ZC-03-129		6/28/03	1 Fiona Way	SFD
BR-ZC-03-130		6/28/03	7 Sheridan Ln.	SFD
BR-ZC-03-131		6/28/03	11 Sheridan Ln.	SFD
BR-ZC-03-132		6/28/03	13 Sheridan Ln.	SFD
BR-ZC-03-133		6/28/03	189 Fiona Way	TH
BR-ZC-03-134		6/28/03	187 Fiona Way	TH

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-135		6/28/03	185 Fiona Way	TH
BR-ZC-03-136		6/28/03	183 Fiona Way	TH
BR-ZC-03-137		6/28/03	181 Fiona Way	TH
BR-ZC-03-138		6/28/03	179 Fiona Way	TH
BR-ZC-03-139		6/28/03	177 Fiona Way	TH
BR-ZC-03-140		6/28/03	175 Fiona Way	TH
BR-ZC-03-141		6/28/03	102 Fiona Way	TH
BR-ZC-03-142		6/28/03	104 Fiona Way	TH
BR-ZC-03-143		6/28/03	106 Fiona Way	TH
BR-ZC-03-144		6/28/03	108 Fiona Way	TH
BR-ZC-03-145		6/28/03	110 Fiona Way	TH
BR-ZC-03-146		6/28/03	112 Fiona Way	TH
BR-ZC-03-147		6/28/03	114 Fiona Way	TH
BR-ZC-03-148		6/30/03	913 C St., East	Fence
BR-ZC-03-149		6/30/03	528 Potomac St., West	Yard Sale Sign
BR-ZC-03-150		7/1/03	10 Fifth Ave., North	Increase Daycare to 7
BR-ZC-03-151		7/2/03	123 Ninth Ave.	No-Impact Home Occupation
BR-ZC-03-152		7/2/03	19 H St., West	Fence
BR-ZC-03-153		7/3/03	2 Afton Ct.	SFD
BR-ZC-03-154		7/3/03	4 Afton Ct.	SFD

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-155		7/3/03	1 Sheridan Ln.	SFD
BR-ZC-03-156		7/13/03	62 Wenner Dr.	Driveway Expansion
BR-ZC-03-157		7/13/03	6 Maryland Ave., North	Fence
BR-ZC-03-158		7/13/03	13 Maryland Ave., North	Fence
BR-ZC-03-159		7/13/03	24 Virginia Ave., South	Roof & Interior/Exterior Fire Renovations
BR-ZC-03-160		7/13/03	317 Potomac St., West	Replace Porch
BR-ZC-03-161		7/14/03	208 Ninth Ave.	Garage
BR-ZC-03-162		7/14/03	50 D St., East	Yard Sale Sign
BR-ZC-03-163		7/15/03	8 C St., West	Yard Sale Sign
BR-ZC-03-164		7/16/03	202 Cummings Dr.	Fence
BR-ZC-03-165		7/19/03	15 Sheridan Ln.	SFD
BR-ZC-03-166		7/19/03	19 Sheridan Ln.	SFD
BR-ZC-03-167		7/19/03	1 Afton Ct.	SFD
BR-ZC-03-168		7/19/03	29 Sheridan Ln.	SFD
BR-ZC-03-169		7/19/03	18 Sheridan Ln.	SFD
BR-ZC-03-170		7/19/03	821 Brunswick St.	SFD
BR-ZC-03-171		7/19/03	823 Brunswick St.	SFD
BR-ZC-03-172		7/22/03	309 Delaware Ave., North	Yard Sale Sign
BR-ZC-03-173		7/24/03	807 Fifth Ave.	Garage
BR-ZC-03-174		7/24/03	1048 Orndorff Dr.	Attached Deck

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-175		7/25/03	210 Thirteenth Ave.	Skateboard Park
BR-ZC-03-176		7/29/03	713 Park Ave.	Fence
BR-ZC-03-177		7/29/03	304 Central Ave.	Yard Sale Sign
BR-ZC-03-178		7/29/03	320 D St., East	Shed
BR-ZC-03-179		7/30/03	222 Pepperidge Pl.	Basement Renovation
BR-ZC-03-180		8/1/03	1023 Peach Orchard Ln.	Replace Fence
BR-ZC-03-181		8/1/03	721A Potomac St., West	Retrofit Retail Space for a Gym
BR-ZC-03-182		8/4/03	119 Ninth Ave.	Yard Sale Sign
BR-ZC-03-183		8/4/03	12 C St., East	Yard Sale Sign
BR-ZC-03-184		8/5/03	851 Potomac St., East	Yard Sale Sign
BR-ZC-03-185		8/5/03	25 Potomac St., East	Booth Space (BR-ZC-03-71)
BR-ZC-03-186		8/5/03	820 Brunswick St.	Relocate a Temp Trailer
BR-ZC-03-187		8/7/03	210 Thirteenth Ave.	Bleachers SP-95-01
BR-ZC-03-188		8/9/03	3 Sheridan Ln.	SFD
BR-ZC-03-189		8/9/03	5 Sheridan Ln.	SFD
BR-ZC-03-190		8/9/03	26 Sheridan Ln.	SFD
BR-ZC-03-191		8/9/03	5 Afton Ct.	SFD
BR-ZC-03-192		8/9/03	173 Fiona Way	TH
BR-ZC-03-193		8/9/03	171 Fiona Way	TH
BR-ZC-03-194		8/9/03	169 Fiona Way	TH

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-195		8/9/03	167 Fiona Way	TH
BR-ZC-03-196		8/9/03	165 Fiona Way	TH
BR-ZC-03-197		8/9/03	163 Fiona Way	TH
BR-ZC-03-198		8/9/03	161 Fiona Way	TH
BR-ZC-03-199		8/11/03	425 Potomac St., East	Replace Storefront Bay Windows
BR-ZC-03-200		8/12/03	30, 3 Potomac St., West	Continued Retail Use
BR-ZC-03-201		8/12/03	111 First Ave.	Yard Sale Sign
BR-ZC-03-202		8/12/03	505 E St., East	Shed
BR-ZC-03-203		8/12/03	505 E St., East	Fence
BR-ZC-03-204		8/14/03	200 Potomac St., West	Fence
BR-ZC-03-205		8/14/03	200 Potomac St., West	Roof Improvements
BR-ZC-03-206		8/14/03	102 A St., East	Driveway
BR-ZC-03-207		8/15/03	732 Park Ave.	Yard Sale Sign
BR-ZC-03-208		8/15/03	21 Sheridan Ln.	SFD
BR-ZC-03-209		8/15/03	605 H St., East	Yard Sale Sign
BR-ZC-03-210		8/20/03	52 Concord Dr.	Enlarge Existing Deck
BR-ZC-03-211		8/20/03	1 D St., East	Demolish & Remodel Attic & Add/Replace Dormers
BR-ZC-03-212		8/21/03	938 Maple Ave., North	Shed
BR-ZC-03-213		8/25/03	25 Potomac St., East	Booth Space (BR-ZC-03-71)
BR-ZC-03-214		8/28/03	612 H St., East	Deck, Shed, and Rear Yard Fence

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-215		8/28/03	9 Sheridan Ln.	SFD
BR-ZC-03-216		8/28/03	2 Fiona Way	SFD
BR-ZC-03-217		8/29/03	409 Ninth Ave.	Deck
BR-ZC-03-218		9/3/03	1320 Petersville Rd.	Yard Sale Sign
BR-ZC-03-219		9/3/03	122 Potomac St., West	Interior Renovations & Cont. of Prev. Business
BR-ZC-03-220		9/11/03	12 Maple Ave., South	Sign
BR-ZC-03-221		9/11/03	Petersville Rd. @ C St., East	Retaining Wall
BR-ZC-03-222		9/11/03	227 Potomac St., East	Enclose Balcony
BR-ZC-03-223		9/11/03	4 Brad Alan Dr.	SFD
BR-ZC-03-224		9/11/03	111 C St., West	Replace Retaining Wall & Add Steps
BR-ZC-03-225		9/11/03	809 Fifth Ave.	SFD
BR-ZC-03-226		9/11/03	811 Fifth Ave.	SFD
BR-ZC-03-227		9/11/03	819 Fifth Ave.	SFD
BR-ZC-03-228		9/11/03	812 Fifth Ave.	SFD
BR-ZC-03-229		9/11/03	810 Fifth Ave.	SFD
BR-ZC-03-230		9/11/03	808 Fifth Ave.	SFD
BR-ZC-03-231		9/11/03	17 Sheridan Ln.	SFD
BR-ZC-03-232		9/11/03	27 Sheridan Ln.	SFD
BR-ZC-03-233		9/11/03	14 Fiona Way	SFD
BR-ZC-03-234		9/12/03	5 Brad Alan Dr.	SFD

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-235		9/12/03	7 Brad Alan Dr.	SFD
BR-ZC-03-236		9/16/03	3 Orndorff Dr., West	Replace Rear Fence
BR-ZC-03-237		9/17/03	214 Third Ave.	Shed and Deck
BR-ZC-03-238		9/17/03	18 Maple Ave., South	Demolition & Reconstruction
BR-ZC-03-239		9/19/03	802 Fifth Ave.	(1) Inst. Curb, Gutter, & (2) Sdwlk w/House Const.
BR-ZC-03-240		9/19/03	726 Park Ave.	Garage & Access Drive
BR-ZC-03-241		9/24/03	11 Wenner Dr.	Shed
BR-ZC-03-242		9/29/03	307 Delaware Ave., North	Addition
BR-ZC-03-243		9/29/03	9 I St., West	Fence
BR-ZC-03-244		10/2/03	203 Fifth Ave.	Yard Sale Sign
BR-ZC-03-245		10/7/03	804 Brunswick St.	Fence
BR-ZC-03-246		10/7/03	212 Third Ave.	Propane Heating Stove
BR-ZC-03-247		10/13/03	2 Chatham Ct.	Yard Sale Sign
BR-ZC-03-248		10/14/03	111 Central Ave.	Fence
BR-ZC-03-249		10/24/03	806 Fifth Ave.	Finish Basement
BR-ZC-03-250		10/24/03	913 E St., East	Construct On-Site Retaining Wall
BR-ZC-03-251		10/24/03	24 Virginia Ave., South	Demolition of Burnt Addition on Loading Dock
BR-ZC-03-252		10/24/03	30 Petersville Rd.	Change of Owner
BR-ZC-03-253		10/24/03	98 Souder Rd.	Replace CITGO Sign
BR-ZC-03-254		10/24/03		Temporary Tank Supply Site

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-255		10/24/03	3 Peach Orchard Ct.	Increase Childcare from 6 to 8
BR-ZC-03-256		10/24/03	202 Tamarack Way	Yard Sale Sign
BR-ZC-03-257		10/24/03	318 D St., East	Deck
BR-ZC-03-258		10/31/03	10 Fiona Way	SFD
BR-ZC-03-259		10/31/03	4 Fiona Way	SFD
BR-ZC-03-260		10/31/03	116 Fiona Way	TH
BR-ZC-03-261		10/31/03	118 Fiona Way	TH
BR-ZC-03-262		10/31/03	120 Fiona Way	TH
BR-ZC-03-263		10/31/03	122 Fiona Way	TH
BR-ZC-03-264		10/31/03	124 Fiona Way	TH
BR-ZC-03-265		10/31/03	126 Fiona Way	TH
BR-ZC-03-266		10/31/03	128 Fiona Way	TH
BR-ZC-03-267		10/31/03	130 Fiona Way	TH
BR-ZC-03-268		11/5/03	202 Fourth Ave.	Screened Porch on Top of Existing Deck
BR-ZC-03-269		11/5/03	902 E St., East	Replace Existing Deck
BR-ZC-03-270		11/5/03	519 Maple Ave., North	No-Impact Home Occupation
BR-ZC-03-271		11/5/03	822 A St., East	Revise Existing Garage Roof
BR-ZC-03-272		11/5/03	12 Maple Ave., South	LP Tank
BR-ZC-03-273		11/5/03	200 Wintergreen Ln.	LP Gas Tank
BR-ZC-03-274		11/5/03	809 Fourth Ave.	LP Gas Tank

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-275		11/6/03	114 First Ave.	Shed
BR-ZC-03-276		11/7/03	814 Fifth Ave.	Deck
BR-ZC-03-277		11/15/03	16 Fiona Way	SFD
BR-ZC-03-278		11/15/03	9 Brad Alan Dr.	SFD
BR-ZC-03-279		11/15/03	11 Brad Alan Dr.	SFD
BR-ZC-03-280		11/15/03	13 Brad Alan Dr.	SFD
BR-ZC-03-281		11/15/03	15 Brad Alan Dr.	SFD
BR-ZC-03-282		11/8/03	114 A St.	Yard Sale Sign
BR-ZC-03-283		11/20/03	113 Orndorff Ct., West	Enclose Existing Deck
BR-ZC-03-284		11/23/03	18 Maple Ave., South	Construction Trailer
BR-ZC-03-285		11/24/03	10 Afton Ct.	Deck
BR-ZC-03-286		11/24/03	2 Evan Ct.	Deck
BR-ZC-03-287		11/24/03	409 Potomac St., East	Yard Sale Sign
BR-ZC-03-288		11/26/03	39 Wenner Dr.	Replace Fence
BR-ZC-03-289		12/3/03	25 Potomac St., East	Retail Booth
BR-ZC-03-290		12/5/03	107 Ninth Ave.	Driveway & Concrete Slab
BR-ZC-03-291		12/5/03	107 Ninth Ave.	Fence
BR-ZC-03-292		12/5/03	18 Fiona Way	SFD
BR-ZC-03-293		12/8/03	305 A St., East	Shed
BR-ZC-03-294		12/17/03	26 F St., East	Demolition by Controlled Burning

ZC#	Tax ID #	Date	Street Address	Improvement/Use
BR-ZC-03-295		12/17/03	17 Brad Alan Dr.	SFD
BR-ZC-03-296		12/17/03	19 Brad Alan Dr.	SFD
BR-ZC-03-297		12/23/03	102 Fiona Way	TH Deck
BR-ZC-03-298		12/30/03	21 Brad Alan Dr.	SFD
BR-ZC-03-299		12/30/03	23 Brad Alan Dr.	SFD

TABLE 2--City of Brunswick Subdivision Activity for 2003

File #	Tax ID #	Plan Name	Plat Type	Area	Zoning	Lots	Status
BR-AP-03-01-AP	25-489136	Conner Est. L288-289	Addition Plat	14,296 SF	R-1	1	Approved
BR-PUD-01-PIII-PP-RA		Galyn Manor	Preliminary Plan	139.6 AC	R-1, OS	276	Approved
BR-PUD-03-01-P1	25-489055, 25-489047, 25-480511	Brunswick Crossing Phase 1 Plan	PUD Phase 1 Plan	455.7 AC	R-1, R-2, RS, OS	N/A	Approved

TABLE 3--City of Brunswick Site Plan Activity for 2003

File #	Tax ID #	Plan Name	Street Address	Plan Type	Area	Zoning	Status
BR-PUD-01-SP-TF		Thompson's Gas LPG Facility	Fiona Way	Site	11,300 SF	R-1, OS	Approved
BR-SP-85-03-03R-CP		Reed's Car Wash	Souder Rd.	Concept	26,572 SF	I-1	N/A
BR-SP-01-04-SP-RA		Lots 1-5 D St.	D St., East	Site	30,375 SF	R-1	Approved
BR-SP-02-05-SP-RA		DVL Gum Springs	G St., H St., & Gum Springs Rd.	Site	1.44 AC	R-1	Approved
BR-SP-03-01-SP		MuscleHogger Health & Fitness	102 Potomac St., West	Site	N/A	B-2	Approved
BR-SP-03-02-SP		Galyn Manor Sales Center	Galyn Dr.	Site	51,601 SF	R-1	Approved
BR-SP-03-03-SP		84 Lumber Retail Center	Maple Ave., South, Ext.	Site	12.39 AC	I-2	Approved
BR-SP-03-04-CP		Hopwood Center	Walnut St.	Concept	40,946 SF	I-1	N/A

TABLE 4--City of Brunswick Improvement Plan Activity 2003

File #	Tax ID #	Plan Name	Street Address	Zoning	Status
BR-IP-03-01-IP	25-467973	715 D St., East, Water Line Ext.	715 D St., East	OS	Continued
BR-IP-03-02-IP	25-477537	Lot 260 Water Line Ext.	45 F St., East	OS	Continued
BR-IP-03-03-IP	N/A	Habitat for Humanity	A St., East	R-1	Approved
BR-PUD-01-P2-P2-IP	N/A	Galyn Manor, Construction Phase II	Galyn Dr.	R-1, OS	Approved
BR-PUD-01-P2-RBJ	N/A	Bore & Jack Plan	Galyn Dr.	R-1	Approved
BR-PUD-01-P2-SPSEC	N/A	Galyn Manor Stockpile Plan	Galyn Dr.	R-1	Approved
BR-PUD-01-PIII-P1-LP	N/A	Galyn Manor Entrance/Landscape Plan	Galyn Dr.	R-1	Approved
BR-PUD-01-PIII-P1-LPG	N/A	Galyn Manor LPG Lines, Sect. I	Galyn Dr.	R-1	Approved
BR-PUD-01-PIII-P2-IP	N/A	Galyn Manor, Const. Phase II	Galyn Dr.	R-2, OS	Approved
BR-PUD-03-01-OSI	N/A	12" Water Main Extension	N/A	N/A	Pending

File #	Tax ID #	Plan Name	Street Address	Zoning	Status
BR-SP-01-04-IP	N/A	Lots 1-5	D St., East	R-1	Approved
BR-SP-02-03R2-IP	N/A	163-171 Wenner's Addition	Brunswick St.	R-1	Approved
BR-SP-02-03R-IP	N/A	163-171 Wenner's Addition	Brunswick St.	R-1	Approved
BR-SP-02-05-IP	N/A	DVL-Gum Springs	G St., H St., & Gum Springs Rd.	R-1	Approved
BR-SP-02-SEC-R	25-487001	Stauffer Funeral Home	1100 Maple Ave.	I-1	Approved
BR-SP-03-03-IP	N/A	84 Lumber Co. Retail Facility	Maple & Potomac Sts.	I-1	Approved

TABLE 5--City of Brunswick Use and Occupancy Permit Activity for 2003

Issuance Date	Tax ID #	Street #	Street Address
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Table Not in Use for 2003

TABLE 6--City of Brunswick Text Amendment Activity 2003

Document Name	Status
Adequate Public Facilities Ordinance (APFO) Amendment Art. 1, Sec. 1.8D	Approved BPc and M&C (Ord. 406)
APFO Amendment Art. 6.4	Approved M&C
City Charter Revision (Sanitary Sewer, Public Streets, City Boundary)	In Progress (City Attorney)
Right-of-Way Obstruction Permit Procedure	Approved BPc and M&C (Ord. 407)
Subdivision Regulation Revisions Art. 2.2D, Art. 2.4B, Art. 2.5C, Art. 6.3B, Art. 9	Approved BPc and M&C (Ord. 404)
Subdivision Regulation Revisions Art. 6A	Approved BPc and M&C (Ord. 405)
Zoning Ordinance Revisions Art 5.12, Art. 6.5, Art. 24.5, Art. 25.3	Approved BPc and M&C (Ord. 403)

TABLE 7--City of Brunswick Board of Appeals Activity for 2003

Case #	Tax ID #	Applicant	Location	Request Type	Zoning	Status
BOA-03-01-V	25-485971	Christopher Martin	202 Third Ave.	Variance	R-1	Approved
BOA-03-02-SE	25-472217	Ellis Burruss	101-105 Potomac St., E.	Special Exception	B-3	Continued
BOA-03-02-V	25-472217	Ellis Burruss	101-105 Potomac St., E.	Variance	B-3	Continued

TABLE 8--City of Brunswick Public Works Agreement Activity 2003

File #	Tax ID #	Name	Type	Status
	N/A	Wenner's Lots 131-133 & 178-181	SEC, SWM, W, RD	Approved
	N/A	Wenner's Lots 163-171	SS	Approved
	N/A	Wenner's Addition 163-171	SEC, SWM, W, RD	Approved
	N/A	Dean Moore	Rds/Walks/C&G/U	Approved
	N/A	Dean Moore	SWM/SEC	Approved
	N/A	Hunter's Knoll	RD & SD	Approved

TABLE 9--City of Brunswick Deed of Easement Activity 2003

File #	Tax ID #	Name	Type	Status
BR-SP-01-04-DOE	N/A	Dean Moore Lots 1-5, Block 6	Rain Garden SWM	Approved
	N/A	Hunter's Knoll	FRO	Approved
	N/A	Wenner's Addition Lots 163-171	SWM	Approved

TABLE 10--City of Brunswick Guarantees of Improvement 2003

File #	Tax ID #	Name	Type	Status
	N/A	Dean Moore	SWM, RD & SD	Approved
		Hunter's Knoll	RD & SD	Approved
		Wenner's Add Lots 131-133&178-181	SEC,SWM,S&W,RD	Approved
		Wenner's Add Lots 163-171	SEC,SWM,S&W,RD	Approved
		Wenner's Add Lots 163-177	SS	Approved

TABLE 11--City of Brunswick Entrance Permit Activity 2003

Entrance Permit #	Tax ID #	Date	Street Address
BR-EP-03-01		6/1/03	2 Evan Ct.
BR-EP-03-02		6/1/03	6 Afton Ct.
BR-EP-03-03		6/1/03	8 Afton Ct.
BR-EP-03-04		6/1/03	10 Afton Ct.
BR-EP-03-05		6/1/03	12 Afton Ct.
BR-EP-03-06		6/1/03	13 Afton Ct.
BR-EP-03-07		6/1/03	11 Afton Ct.
BR-EP-03-08		6/1/03	9 Afton Ct.
BR-EP-03-09		6/1/03	7 Afton Ct.
BR-EP-03-10		6/1/03	1 Evan Ct.
BR-EP-03-11		6/5/03	6 Sheridan Ln.
BR-EP-03-12		6/5/03	4 Sheridan Ln.
BR-EP-03-13		6/5/03	5 Fiona Way
BR-EP-03-14		6/5/03	7 Fiona Way
BR-EP-03-15		6/28/03	1 Fiona Way
BR-EP-03-16		6/28/03	7 Sheridan Ln.
BR-EP-03-17		6/28/03	11 Sheridan Ln.
BR-EP-03-18		6/28/03	13 Sheridan Ln.
BR-EP-03-19		7/3/03	2 Afton Ct.
BR-EP-03-20		7/3/03	4 Afton Ct.
BR-EP-03-21		7/3/03	1 Sheridan Ln.
BR-EP-03-22		7/19/03	15 Sheridan Ln.

Entrance Permit #	Tax ID #	Date	Street Address
BR-EP-03-23		7/19/03	19 Sheridan Ln.
BR-EP-03-24		7/19/03	1 Afton Ct.
BR-EP-03-25		7/19/03	29 Sheridan Ln.
BR-EP-03-26		7/19/03	18 Sheridan Ln.
BR-EP-03-27		8/9/03	5 Sheridan Ln.
BR-EP-03-28		8/9/03	3 Sheridan Ln.
BR-EP-03-29		8/9/03	26 Sheridan Ln.
BR-EP-03-30		8/9/03	5 Afton Ct.
BR-EP-03-31		8/14/03	102 A St., East
BR-EP-03-32		8/15/03	21 Sheridan Ln.
BR-EP-03-33		8/28/03	9 Sheridan Ln.
BR-EP-03-34		8/28/03	2 Fiona Way
BR-EP-03-35		9/11/03	3 Brad Alan Dr.
BR-EP-03-36		9/11/03	809 Fifth Ave.
BR-EP-03-37		9/11/03	811 Fifth Ave.
BR-EP-03-38		9/11/03	819 Fifth Ave.
BR-EP-03-39		9/11/03	812 Fifth Ave.
BR-EP-03-40		9/11/03	810 Fifth Ave.
BR-EP-03-41		9/11/03	808 Fifth Ave.
BR-EP-03-42		9/11/03	17 Sheridan Ln.
BR-EP-03-43		9/11/03	27 Sheridan Ln.
BR-EP-03-44		9/11/03	14 Fiona Way
BR-EP-03-45		9/11/03	5 Brad Alan Dr.
BR-EP-03-46		9/11/03	7 Brad Alan Dr.
BR-EP-03-47		9/19/03	802 Fifth Ave.

Entrance Permit #	Tax ID #	Date	Street Address
BR-EP-03-48		9/19/03	726 Park Ave.
BR-EP-03-49		10/31/03	10 Fiona Way
BR-EP-03-50		10/31/03	4 Fiona Way
BR-EP-03-51		11/15/03	16 Fiona Way
BR-EP-03-52		11/15/03	9 Brad Alan Dr.
BR-EP-03-53		11/15/03	11 Brad Alan Dr.
BR-EP-03-54		11/15/03	13 Brad Alan Dr.
BR-EP-03-55		11/15/03	15 Brad Alan Dr.
BR-EP-03-56		11/23/03	411 Second Ave.
BR-EP-03-57		12/5/03	107 Ninth Ave.
BR-EP-03-58		12/5/03	18 Fiona Way
BR-EP-03-59		12/17/03	17 Brad Alan Dr.
BR-EP-03-60		12/17/03	19 Brad Alan Dr.
BR-EP-03-61		12/30/03	21 Brad Alan Dr.
BR-EP-03-62		12/30/03	23 Brad Alan Dr.

TABLE 12--City of Brunswick Temporary Dumpster Permits for 2003

ZC#	Name	Tax ID #	Street Address	Zoning
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Table Not in Use for 2003

TABLE 13--City of Brunswick Right-of-Way/Obstruction Permits 2003

R/W Obst Permit #	Date	Street Address
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Table Not in Use for 2003

TABLE 14--City of Brunswick Guidelines/Policy/Procedure Activity 2003

Document Name	Status
Administrative Fee Schedule Revisions (APFO Amendment)	Approved BPc and M&C
Board of Appeals By-Laws & Procedures	Approved BOA
Board of Appeals Submission Schedule Policy (2003)	Approved BOA
Community Design Guidelines & Development Principles	Approved BPc and M&C
Driveway Entrance Permit Procedure	Approved BPc and M&C
Forms: Addition Plat Application & Checksheet	Implemented
Forms: Adjoining Property Owners List	Implemented
Forms: Board of Appeals Special Exception Application	Implemented
Forms: Board of Appeals Variance Application	Implemented
Forms: Final Plat Application & Checksheet	Implemented
Forms: Posting Affidavit	Implemented
Forms: Preliminary Plan Application & Checksheet	Implemented
Forms: Preliminary/Final Plat Application & Checksheet	Implemented
Forms: Residential Site Plan Application & Checksheet	Implemented
Forms: Site Plan Application & Checksheet	Implemented

Document Name	Status
Planning Commission By-Laws & Procedures (Revised)	Approved BPc and M&C
Planning Commission Submission Schedule Policy (2003)	Approved BPc
Planning Commission Submission Schedule Policy (2004)	Approved BPc
Right-of-Way Obstruction Permit Fee	Approved BPc and M&C (Res. 03-09)
Street & Alley Acceptance Procedure	Approved BPc and M&C
Street & Alley Inspection Procedure	Approved BPc and M&C